



Position Title: Bus Driver

Reports to: HS Director
Schedule: Full Time: 15-20 hours/week/10 months: 6:45-8:30 AM & 2:30-4:30 PM
Location: Thief River Falls Center; Oklee Office for staff / training days
Classification: Non-Exempt
Pay Range: Grade 08

Summary

To provide successful, safe and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play area, and field trips).

Duties and Responsibilities/Essential Functions

- Create bus / transportation routes utilizing class lists and information from parents / guardians.
- Transport children to the center at beginning of class day, home / to child care after class day.
- Follow all ICCC transportation policies for proper transportation of children.
- Transport children / staff / volunteers for classroom field trips.
- Maintain assigned buses following ICCC policies.
- Communicate frequently with other staff; promote teambuilding within the classroom / wing team; host team meetings; assist other staff in classroom with duties, including daily cleaning.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Director.

Education and Experience

- Minimum of high school diploma / GED, or obtain within the 1st year of employment; and other regulatory requirements as applicable.
- Valid MN Commercial Drivers License with school bus endorsement, or be eligible and obtain within 3 months. Experience driving school buses or trucks preferred.
- Preference for knowledge and experience in child development, education, health, nutrition, safety, and family dynamics, typically gained by at least one year of relevant work experience.
- Basic computer skills, including internet and e-mail.

Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are comprehensive of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to supervise and monitor children at all times to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.

- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written, technical and non-technical.
- Pass a criminal background check prior to hire date.
- Must have satisfactory completion of a physical exam and health screening as required by HSPPS.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this Job, the employee is occasionally required to:

- Regular walking, sitting to drive bus, standing, kneeling, bending, and sitting at a desk. Be able to run after children in emergencies.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear children at all times while in your care.

Work Environment

Employee will primarily work driving a bus. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signature

_____/_____/_____
Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signature

_____/_____/_____
Date